

# Saginaw Intermediate School District

## Invitation to Bid – Off Lease Computers

Saginaw ISD is seeking sealed quote proposals for off lease computers in accordance with the following instructions, scope of project, and the specifications.

**Public Bid Opening Location:**

Saginaw ISD Regional Education Service Center  
6235 Gratiot Rd.  
Saginaw, MI 48638

**Project:** Off Lease Computers  
Scope of project along with specifications follow.

**Owner:** Saginaw Intermediate School District  
6235 Gratiot Rd  
Saginaw, MI 48638

**Designer:** Jeff Johnson, Director of Technical Services  
Saginaw Intermediate School District  
6235 Gratiot Rd.  
Saginaw, MI 48638  
Inquiries: 989-737-4670

**Bid Instructions and Due Date:**

- The Saginaw Intermediate School District will accept **sealed bids** until June 2, 2008 at 11:00am.
- Bids must be clearly marked: **Saginaw ISD – Bid for Off Lease Computers.**
- A public bid opening will be held at the Saginaw ISD RESC Office, 6235 Gratiot Road, Saginaw, MI 48638 on June 2, 2008 at 11:00am.
- Bids received after the stipulated date and time will not be considered and will be returned unopened.
- Faxed bids will not be considered.
- **IMPORTANT:** *A sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the interested company and any member of the Board of Education or the Superintendent of the district must also accompany the bid. The Board will not accept quotes that do not include the sworn notarized disclosure statement. A copy of the form to be used can be downloaded from the Saginaw ISD website (<http://www.sisd.cc>, and click on Bids and RFPs).*

## **PROJECT SCOPE**

Saginaw ISD is seeking proposals for off lease computers on behalf of several participating school districts in Saginaw County. Once a vendor is selected, each district will determine their individual purchase quantities. District purchase orders will be collected by Saginaw ISD and submitted together in order to realize the discounted price based on the total quantity of computers purchased. The Vendor will ship the computers to the respective districts and invoice them directly. Monitors may or may not be included in all orders. It is the intent of the districts to complete the purchase process in June or July, 2008.

## **COMPUTER SYSTEM SPECIFICATIONS**

- 1) Accepted brands are Compaq, HP, or Dell. Due to district support policies and technical familiarity with these brands, no other brands will be considered.
- 2) The districts will only consider computers that meet the following minimum specifications:
  - 2.4GHz Intel Processor
  - 1GB RAM
  - 40GB Hard Drive
  - DVD/CDRW drive
  - Windows XP Pro operating system license or Certificate of Authority
  - Mini Tower or Small Form Factor case
  - 3 Year Warranty
  - OEM Keyboard and Mouse

## **BID FORMS**

Two complete copies of each bid must be submitted, and must include the following forms:

- 1) Bid Pricing Form (Appendix A)
- 2) Vendor pricing form for any additional product considerations not listed in the Bid Pricing Form.
- 3) Bid Authorization Signature Page (Appendix B)
- 4) Affidavit of Bidder – **MUST BE NOTARIZED**. (download Affidavit from [www.sisd.cc](http://www.sisd.cc) Bids & RFPs section).

For questions, please contact Jeff Johnson at (989) 737-4670.

## **BID DISCLAIMER**

The Saginaw Intermediate School District reserves the right to accept or reject all proposals, waive any irregularities therein, and so award the bid to other than the lowest bidder in the best interest of the district.

## Appendix A

### Bid Pricing Form

			Costs (including shipping)		
Brand	System	Model	100 Units	500 Units	1000 units
Compaq/HP	2.4 Ghz, 1GB RAM Mini Tower				
Compaq/HP	2.4 Ghz, 1GB RAM SFF				
HP	2.8 Ghz, 1GB RAM Mini Tower				
HP	2.8 Ghz, 1GB RAM SFF				
HP	3.0 Ghz, 1GB RAM Mini Tower				
HP	3.0 Ghz, 1GB RAM SFF				
HP	3.2 Ghz, 1GB RAM Mini Tower				
HP	3.2 Ghz, 1GB RAM SFF				
Dell	2.4 Ghz, 1GB RAM Mini Tower				
Dell	2.4 Ghz, 1GB RAM SFF				
Dell	2.8 Ghz, 1GB RAM Mini Tower				
Dell	2.8 Ghz, 1GB RAM SFF				
Dell	3.0 Ghz, 1GB RAM Mini Tower				
Dell	3.0 Ghz, 1GB RAM SFF				
Dell	3.2 Ghz, 1GB RAM Mini Tower				
Dell	3.2 Ghz, 1GB RAM SFF				
Compaq	17" CRT Monitor				
HP	17" CRT Monitor				
HP	17" LCD Monitor				
Dell	17" CRT Monitor				
Dell	17" LCD Monitor DVD RW Upgrade				

## **Appendix B**

### **Bid Authorization Signature Page**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*By signing this authorization, I hereby declare that:*

- 1) The prices in this bid proposal shall remain in effect (at the same price or lower) through July 31, 2008.*
- 2) All computer systems priced on the Bid Pricing Form meet or exceed the minimum specifications stipulated in this bid document.*
- 3) The prices proposed include all shipping and handling charges.*

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_